

# **Environmental Policy and Innovation Commission Bylaws**

## **DRAFT**

July 14, 2025

### **NAME**

The name of this organization shall be the Environmental Policy and Innovation Commission (EPIC), hereinafter referred to as the EPIC.

### **PURPOSE**

EPIC shall advise the City Council by identifying and recommending strategies to mitigate the negative effects of industrial activities on Commerce City residents; identifying ways to support and promote City businesses that adopt non-toxic, sustainable, and environmentally friendly practices; identifying cutting-edge technologies and policies that the City may consider to improve environmental quality and community well-being; facilitate community engagement, transparency, and education on environmental issues while identifying potential solutions; provide policy, regulation, and incentive recommendations to City Council that may be considered to support the City's environmental and economic goals; monitor the City's environmental initiatives and report findings to the City Council; and host informational events and seminars.

### **GOALS**

1. Enhance existing employment and drive new employment opportunities in the city
2. Foster community wide investments in low carbon and energy efficient technologies
3. Improve both environmental quality and environmental equity in the community
4. Ensure fiscal health of the City through short term and long-term cost savings associated with implementation of such practices
5. Lead policy design and hold meaningful forms of accountability in the decision-making process
6. Help facilitate conversations with the community on the City's efforts to address environmental justice concerns in the community and to receive input from the community
7. Ensure policy design is reflective of the concerns, needs and desires in the community, centers the voices of those who are most directly impacted by policy design, and ensures progress on environmental quality occurs in an equitable manner
8. Elevate and lift the voices of community members who are historically not engaged in community decision making processes

## **MEMBERSHIP**

The City Council shall appoint up to fifteen (15) commission members as follows: up to eleven (11) regular voting members; two (2) alternates; and two (2) City Council members.

Members shall be appointed, and vacancies shall be filled by the City Council in accordance with the Charter and criteria established by applicable Council Policies, as amended and shall include broad representation of interests, diversity, and geographical representation.

Except for vacancies in unexpired terms, which shall be filled in accordance with the Charter, the appointment of City Council members whose terms shall coincide with the organization meetings of the City Council, and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed. Members of the current EPAC shall convert to being members of EPIC and shall complete their terms accordingly.

## **COMMISSION ROLES**

### *All Members*

- Participate in the process in good faith
- Engage in thoughtful and thorough deliberations and discussions
- Share relevant information/perspectives with other members
- Be willing to hear other perspectives
- Be prepared for meetings and review relevant information
- Work towards solutions that all can agree to, leaving previously held positions and favorite solutions aside
- Refrain from undermining group recommendations and reports
- Analyze data to identify service gaps
- Assess and recommend strategies that address senior needs
- Advocate on important issues facing older adults
- Promote available resources
- Communicate to staff or the chairperson in advance of any meeting absence
- Following an absence, review meeting materials, minutes, and reach out to staff if needed to ask questions or clarifications. This will enable all members to contribute at the next regularly scheduled meeting without disruption.

### *Chairperson*

- Conduct commission meetings
- Ensure commission business is completed in a timely and transparent manner

- Facilitate open discussions of commission business during monthly meetings
- Review draft meeting agendas and provide input to the staff liaison prior to publication
- Serve as an official representative of the commission as appropriate upon approval of members

#### *Vice Chairperson*

- Conduct commission meetings and facilitate meeting discussions in the chairperson's absence
- Review draft meeting agendas and provide input to the staff liaison prior to publication

### **APPLICABILITY OF CHARTER AND COUNCIL POLICIES**

The Committee and its membership and appointments shall be subject to the requirements of the City Charter, as amended, the Commerce City Revised Municipal Code, as amended, and applicable Council Policies, as amended.

### **MEETINGS**

#### *Membership Meetings*

EPIC shall meet as necessary to perform its duties. Notice of any meeting of the commission, and the agenda for such meeting, shall be posted on the City's website.

#### *Quorum*

Six (6) regular voting members or alternates plus one (1) City Council member shall constitute a quorum.

#### *Meeting Attendance*

Each representative will attend all EPIC meetings. Members who may not be able to make it to a meeting should send notice to the city's staff liaison. If a member finds that they are unable to commit to regularly attending meetings, the member should announce the resignation from the EPIC. If a member has 3 unexcused absences from EPIC meetings in one calendar year, they will be put on probation and required to attend the following 2 meetings or risk suspension from the commission.

#### *Meeting Minutes*

Minutes will be recorded at each EPIC meeting and distributed to each EPIC member at least two days prior to the next scheduled meeting. Minutes of each EPIC meeting will be made available to the public. The minutes will also identify commission members who were in attendance and who were excused or absent from each commission meeting.

## **SUBCOMMITTEES**

The commission may decide to create subcommittee(s) of members to work on identified issues. The commission will clearly identify the purpose of the committee, expected outcomes, and specific timeframe for its work. The subcommittee will report on progress to the larger commission and make recommendations for action by the full board.